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Chief, Management Staff

26 September 1956

Chief, O&M Staff, DD/P Area

Area Weekly Report for Period 20 September Through 26 September

1. Accomplishments:

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Employee Suggestion #1926, Change in Heading on Cable Forms ✓

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MS-985, Changes in  Station T/O EE, 4 Positions

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MS-990, EE, Changes in  Station T/O, 4 Positions

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MS-996, EE, Transfer of Positions in  Station, 3 Positions

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MS-1010, EE, Transfer and Upgrading of Position BGF-378, 2 Positions

MS-997, EE, Changes in  Station T/O, 4 Positions

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MS-986, TSS, Request for Relocation of Positions

MS-974, EE, Reallocation of Positions in  Base, 2 Positions

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MS-994, EE, Revision of  Station T/O, 5 Positions

MS-1003, EE, Transfer of Position BGF 1173, 1 Position

MS-993, EE, Changes in  Station T/O, 1 Position

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MS-989, EE, Changes in  Station T/O, 1 Position

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MS-1017, EE, Upgrading of Position BGF-1039, 1 Position

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[ ]

MS-1005, NEA, T/O Change, (Position No. BE 507), 1 Position

MS-983, NEA, Establishment of 1 Position [ ]

MS-988, SR and FE, Transfer From SR to FE, 1 Position

MS-2488, Suggested that Agency Regulation [ ] dated 21 March 1952 be Rescinded

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Training -

(1) Bi-weekly discussion carried on concerning recent developments in management field - 2 hours.

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(2) [ ] attended the initial class session of Advanced Organizational Management Graduate School, American University. Class and preparation - 6 hours.

2. Current Assignments:

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[ ]

(1) MS 6-42, CS Information Reports Distribution Analysis and Procedures

(2) MS 6-50, MS-2298, Pouch Registering Procedure

(3) MS 1015, SE, Establishment of Motor Vehicle Position, [ ] Station, 2 Positions

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(4) MS 1016, PP Staff, Conversion of Slot, 1 Position

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[ ]

(1) MS 6-53, Analyses of FI Organization

(2) MS 979, EE, Transfer and Relocation of Finance Positions, 3 Positions

(3) MS 992, EE, Changes in [ ] T/O, 1 Position

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(4) MS 995, WH, Reclassification of Position in [ ] T/O, 14 Positions

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- (5) MS 998, TSS, Request for Additional Civilian Positions, 7 Positions
- (6) MS 999, Commc Establishment of 5 New Positions
- (7) MS 1001, EE, Changes in  Station T/O, 1 Position 25X1A6 A
- (8) MS 1006, EE,  Organizational Changes, 1 Position 25X1A6 A
- (9) MS 1014, EE, Reallocation of Position BGF 719, 1 Position 25X1A6
- (10) MS 1018, EE, Changes in  Station T/O, 8 Positions A
- (11) ES 2071, Employee Suggestion Identifying References in Dispatches
- (1) MS 975, NEA, T/O Change, 3 Positions
- (2) MS 980, FE, Deletion of Slots, 12 Positions
- (3) MS 981, T/O Change, FE/ 18 Positions 25X1
- (4) MS 1000, FE, Transfer of Support Base Section From FE/ Headquarters to FE Support T/O, 4 Positions 25X1A8
- (5) MS 1002, FE Establishment of  A Within Chief, FE, 6 Positions
- (6) MS 1013, NEA, Establishment of IO FI GS-12 Position - Foreign Intelligence Staff, 1 Position
- (7) MS 1015, SE, Establishment of Motor Vehicle Position,  Station, 2 Positions 25X1A6 A
- (1) MS 5-38, T/O System Analysis, Manpower Control
- (2) MS 6-30, ID/P Forms Program
- (3) MS 6-32, Follow-up on National Agency Name Check Project
- (4) MS 6-34, DD/P Reports Management Program

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- (5) MS 6-44, Administrative Burden at Small Stations
- (6) MS 6-46, ID/P Business Machine Facilities - (This project was never initiated and will not be reported again until it is reactivated)
- (7) MS 2125, Transmittal of Reference Documents



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